

MINUTES

ADMINISTRATIVE MANAGEMENT ADVISORY GROUP

June 9, 1980

Present:

Joe C. OMS
Bob P. ISS
Jack F. OC
Nadine F. OF
25X1A [REDACTED] MG, Chairman
Helen R. ODP, Recorder

The meeting was called to order by the Chairman at 1505 on June 9, 1980 with the above members in attendance. The minutes of the previous meeting were approved. The Chairman noted that the May meeting had been cancelled due to lack of attendance and urged all members to contact, in advance, either him or Helen R. when they are unable to attend.

OLD BUSINESS

1. Responses to Memorandums

25X1A [REDACTED] reported that replies had been received by ADMAG from the Director of Logistics in response to ADMAG's memorandum on information concerning public transportation and from the Office of Personnel regarding a memorandum on locator cards for flextime carpools. The replies to the memorandums are attached to the minutes.

The ADMAG members, who will be leaving in July, requested that the remaining members be aware of the responses and endeavor to follow through on their implementation.

25X1A [REDACTED] response indicated there is a blank on all current locator cards for working hours. With this information available, ADMAG members felt there was no real need for an additional locator card for flextime carpools.

2. Physical Fitness Program

There followed a brief discussion on the physical fitness program and facilities in an attempt to provide some feedback to Mr. Wortman on the subject he had requested that we address. A decision was made to draft a memorandum to Mr. Wortman which will include the following:

- a. a summary of ADMAG's findings on existing and non-existing facilities.
- b. a request that the need for space for physical fitness facilities be addressed when contracting for new buildings.
- c. a request to consider space for physical fitness facilities when office space is rotated.
- d. the need to improve existing facilities
- e. ADMAG's support for the PAR course recommended by OMS.
- f. ADMAG's endorsement of the recommendations made by OMS in a 19 March

1980 memorandum to the DDA.

NEW BUSINESS

3. Pay Parking

The Chairman reported that he had sent a memorandum, drafted by Edie C., to the Director of Logistics requesting that any information on pay parking that is available be published. Members of ADMAG feel that an official update on the program would allow Agency personnel to acquire a better understanding of the subject and an opportunity to deal with the realities of the situation rather than with rumors. Currently no response has been received.

4. New members and election of officers

AD MAG members were reminded that new members will have been selected by the July meeting. New officers will be selected at that meeting. The new members will represent OS, ODP, OTR, ISS, and the MG career Sub-group. In addition, Nadine F. of OF announced that she will be replaced in July since she is going on maternity leave.

25X1A

25X1A

██████████ reported that he had talked with ██████████ and that he seemed to be pleased with the work ADMAG is doing. ██████████ also announced that this is his last meeting and that Bob P. of ISS will chair the July meeting. The July meeting will be held on 21 July at 1500 in room 7D32. Everyone is encouraged to attend this meeting.

25X1A

25X1A

Recorder

ADMINISTRATIVE MANAGEMENT ADVISORY GROUP

AGENDA

21 July 1980

1500 - Room 7D32

OLD BUSINESS

1. Reply from Office of Logistics on pay-parking

NEW BUSINESS

1. Introduction of new members
2. Election of officers

25X1A

